

# How to Keep Your School Device Safe and Secure



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Using a digital device like a computer or tablet can make learning easy and fun. It's like having an entire library in your book bag. Since you will be using your device to do most of your school work, it is important that you take proper care of it. Here are the top tips to make sure your device is not damaged, lost or stolen:

- 1. KEEP YOUR DEVICE OUT OF SIGHT**  
When you're not in the classroom, keep your device in your book bag or somewhere out of sight. If you store the device in your locker, make sure the door is locked.
- 2. DON'T TELL OTHERS THAT YOU HAVE A DEVICE**  
If you are allowed to take your device home, don't advertise to others you have a device.
- 3. NEVER LEAVE YOUR DEVICE UNATTENDED**  
Don't leave your device unattended at school or in public, even to use the bathroom. Just because it's out of sight in your book bag doesn't mean it's safe. A thief only needs a few seconds to steal your device.
- 4. DON'T LEND YOUR DEVICE TO ANYONE**  
Never loan your device to anyone without permission from a teacher or school administrator. Other people may not treat the device with the same care and respect as you do.
- 5. DON'T USE YOUR DEVICE IN ENVIRONMENTS WHERE IT MAY BE DAMAGED**  
Water, beverage, and even food spills can harm your device.
- 6. DON'T LEAVE YOUR DEVICE IN THE CAR**  
If you have to, keep it out of sight or locked in the trunk.
- 7. DON'T USE YOUR DEVICE IN PUBLIC PLACES**  
Never use your device on the bus, at a bus stop or other public locations where a thief may see it.
- 8. PAY ATTENTION TO YOUR SURROUNDINGS.**  
Stay alert. Thieves target people that aren't paying attention.
- 9. ALWAYS RETURN YOUR DEVICE TO A TEACHER OR A SCHOOL ADMINISTRATOR**  
If you are required to turn in your device, never leave it on a cart or on a teacher's desk. Always place it in the hands of a teacher or a school administrator.
- 10. IF YOU'RE THREATENED OR IN DANGER, GIVE IT UP**  
This is the most important tip of all - a device can be replaced, you can't!

I, \_\_\_\_\_, agree to keep my school device safe and secure by following these tips.  
(Print Name)

Signed:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Grade)

\_\_\_\_\_  
(Date)

# **/ Quiz: How to Keep Your School Device Safe and Secure**

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Name: \_\_\_\_\_

**1. When you go to the restroom, should you leave your device unattended?**

- a. Yes
- b. No

**2. Is it a good idea to eat and/or drink while using your device?**

- a. Yes
- b. No

**3. When you absolutely have to leave your device in the car, is the trunk the safest place to put it?**

- a. Yes
- b. No

**4. Will your friend care for your device as well as you do?**

- a. Yes
- b. No

**5. Should you use your device on the bus?**

- a. Yes
- b. No

**6. If you are allowed to bring a device home, should you keep this information to yourself?**

- a. Yes
- b. No

**7. Do thieves look for people that are distracted?**

- a. Yes
- b. No

**8. If you are ever threatened or challenged by someone to give them your device, should you give up your device without resistance and run for help?**

- a. Yes
- b. No